

Security Printing & Minting Corporation of India Ltd.

SPMCIL EMPLOYEES SUGGESTION SCHEME

(NO. 17-12.2012)



SPMCIL

**SPMCIL EMPLOYEES SUGGESTION
SCHEME-2012**

1. OBJECTIVES OF THE SCHEME:

भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड
(भारत सरकार के पूर्ण स्वामित्वाधीन)

**Security Printing and Minting
Corporation of India Ltd.**
(Wholly Owned by Govt. of India)

CORPORATE OFFICE
NEW DELHI

- 1.1 Foster "Total Employee Participation" from all employees for continuous improvement.
- 1.2 Evolve an organized channel through which ideas leading to improvements in work place and products can be brought to the attention of the management.
- 1.3 Recognize employees with creative ideas, and motivate them to contribute for the growth and prosperity of the organisation.
- 1.4 Promote Teamwork, Accountability and Ownership at all levels.
- 1.5 Appreciation/Recognition of individual initiative and creativity.

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17/12/12



Security Printing & Minting Corporation of India Ltd.

2. COVERAGE AND ELIGIBILITY OF EMPLOYEES:

2.1 SPMCIL EMPLOYEES SUGGESTION SCHEME

(NO. 05/2012 dt. 17.12.2012)

2.2 In the times ahead, SPMCIL will be operating on leading edge of technology on both printing of security instruments and manufacturing of coins. In order to achieve and sustain superior standards of technical and managerial excellence, especially in the light of emerging challenges both within and outside organizations, it is imperative that all employees develop the habit of creative thinking and coming forward with suggestions to enhance operational efficiency and improvement in the existing system. With a view to channelizing the ideas and innovative suggestions which will bring about tangible improvement and promote problem-solving approach, it is considered to introduce "SPMCIL Employees Suggestion Scheme". The salient features of this scheme are given below:

1. OBJECTIVES OF THE SCHEME:

The broad objective of the Scheme is to inspire the employees to bring out ideas, suggestions latent within them and facilitate and identification of talent.

- 1.1 Foster "Total Employee Involvement" by encouraging participation from all employees for continuous improvement in their work areas.
- 1.2 Evolve an organised channel through which ideas leading to improvements in work place and products can be given & implemented.
- 1.3 Recognize employees with creative ideas, and motivate them to contribute for the growth and prosperity of the organisation.
- 1.4 Promote Teamwork, Accountability and Ownership at all levels.
- 1.5 Appreciation/Recognition of individual ingenuity and creativity.



2. COVERAGE AND ELIGIBILITY OF EMPLOYEES :

- 2.1 All employees including Industrial Workers, Staff Members, Supervisors and Executives upto the below Board Level are encouraged to putforth their suggestions under this Scheme.
- 2.2 Suggestions are invited from all areas of operations.
- 2.3 There is no restriction in the number of suggestions that an employee can give.
- 2.4 The quality of the suggestion with importance has to be kept in the mind.

3. NATURE OF SUGGESTIONS AND AREAS FOR WHICH THIS CAN BE MADE:

- (I) Productivity enhancement.
- (II) Savings in labour, material, supplies or expenses.
- (III) Reduction of cycle time, machine setting, inspection or through put time.
- (IV) Process standardization.
- (V) Improvements of tools/fixture.
- (VI) Prevention or reduction of waste including defective work.
- (VII) Quality improvement and Defect prevention.
- (VIII) Improvements in industrial safety, material handling, house-keeping, operational efficiency, packing and transportation.
- (IX) Conservation of energy, water and other resources.
- (X) Inventory reduction.
- (XI) Any other innovative ideas.
- (XII) Research & Development Activities.
- (XIII) Sustainable Development Activities.

4. SUGGESTION OUTSIDE THE PURVIEW OF THE SCHEME:

All matters which are within the scope of collective bargaining (wages, allowances, bonus, hours of work, leave, etc.) grievance procedure, personal grievances, complaints and requests for additional benefits in welfare facilities, public relations, recreational programs, dealing with other legal policy decisions of the management will fall outside the purview of the Suggestion Scheme.



- (i) Govt. Rules/ Regulations.
- (ii) Company Policy.
- (iii) Personal grievance.
- (iv) Pertaining to routine work and correction of an obvious error.
- (v) Decision of the suggestion Committee regarding admissibility of any item in the suggestion shall be final.
- (vi) Non-acceptance of suggestion shall not be construed as a grievance.

5. RIGHTS ON SUGGESTION:


Suggestions, once accepted by the Committee will be the property of the Company and the employees are precluded from making any claims on such suggestion whatsoever, except the award which is to be decided by the Suggestion Committee.

6. SUGGESTION COMMITTEE :

6.1 The constitution of Suggestion Committee is given at Annexure 'A' which will deal with each employee's suggestion and dispose of in the manner laid down in the Annexure.

7. OPERATION OF SUGGESTION SCHEME:

- 7.1 An employee who wishes to submit the suggestion is required to prepare the proposal on the plain paper with supporting details and requisite documents. The covering letter should be in a format given in Appendix 1 on Annexure 'A'.
- 7.2 The suggestion can be written either in English or in Hindi.
- 7.3 The suggestion should be placed in closed cover and should be dropped in suggestion boxes placed at strategic convenient and easily accessible places of the Unit and Corporate Office.
- 7.4 The forms should be filled up correctly in all respects and should be counter-signed by the immediate Supervisor / Section Head/Department. This is to confirm that the suggestion is practical.

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- 7.5 The signed Suggestion in the prescribed format be dropped into any one of the suggestion boxes located at various points in the factory. The suggestion will be considered as invalid if the form is not properly filled or if it is not signed by the suggestor or counter signed by his Supervisor/ Division Head.
- 7.6 The suggestion boxes will be cleared once a week by the HR department. HR department will issue the acknowledgement slip to the suggestor after making a note of it in the Suggestion Register and allotting an Identification Number.
- 7.7 The original copy of Suggestion Form, with allotted number, will be forwarded by the Co-ordinator to Section / Division Heads whose comments are required for evaluation of the Suggestion.
- 7.8 The duplicate copy of the Suggestion Form is to be kept under the custody of the Co-ordinator for any future reference.
- 7.9 The Suggestion committee shall meet once in 30 days and take up Suggestions received for evaluation. A clear decision is to be taken whether the suggestion is accepted or not. Either way, the decision should be recorded in the Suggestion Form and Register.
- 7.10 If the idea is accepted, an Action Plan for implementation of the Suggestion is to be finalized and idea originator will be a part of the implementation.
- 7.11 Feed back regarding the Suggestion will be given within 15 days after the meeting of Suggestion Committee.
- 7.12 If two suggestions with same idea are received by the committee, the suggestion received first will be considered for processing.
- 7.13 Joint Suggestion or ideas that are submitted by two or more employees as a group are also eligible. In such cases the Award if any, will be equally distributed.



- 7.14 Successful suggestors will be given a personal letter thanking them for their creative idea and informing about the status of award.
- 7.15 Employees whose suggestions are not accepted will also be given a personal letter thanking them for their efforts and explaining in detail about the reasons for rejection.
- 7.16 It is the responsibility of the Suggestion Co-ordinator to maintain constant track of each Suggestion, update the Suggestion Committee regularly regarding the status and ensure speedy implementation of accepted Suggestions.

9. PRESENTATION OF AWARD :

- 7.17 It is also the responsibility of the Suggestion Co-ordinator to monitor visual display with the updated statistics on accepted Suggestions, implemented suggestion etc.,

8. AWARDS :

10. BEST SUGGESTION AWARD:

The award amount would be decided by the Suggestion Committee as under.

- 8.1 Suggestion resulting in savings which are of recurring nature and likely to benefit the Company for time to time, 10% of the first year annual saving may be recommended as award subject to maximum of Rs. 10,000/-.
- 8.2 In case of one time savings, 10% of the saving may be recommended as award subject to maximum of Rs.5,000/-.
- 8.3 Suggestion where savings/benefits can be assessed on qualitative terms but cannot be assessed on monetary terms will be rewarded to a maximum of Rs. 500/- per suggestion.
- 8.4 In case the suggestion happened to be of exceptional nature the amount of award may be recommended beyond Rs. 10,000/- i.e. subject to maximum Rs. 15,000/- by the Suggestion Committee.
- 8.5 Suggestion Committee may, wherever considered necessary, assesses the benefit of the suggestion only after putting it into practice. Till such time, the suggestion is tested and found useful, it will not be considered as accepted and no award will be given to the suggestor.



- 8.6 In addition to cash awards, commendation or appreciation letter will be issued to the individual award winner and a copy of the same shall be kept in personnel file, record of the concerned employee.
- 8.7 If suggestion is made by a group of employees, the reward will be distributed equally among them.
- 8.8 The awarded suggestion will be given adequate publicity on the Notice Board, Newsletter/website along with particulars of the employees.
- 8.9 In a year maximum 12 suggestions in one Unit/Corporate Office shall be rewarded and the maximum number in a quarter shall be 3.

9. **PRESENTATION OF AWARD:**

Award will be presented to the successful suggester in Unit/Corporate Office in the special function organized on occasions such as Independence Day/Republic Day/SPMCIL Foundation Day or any other suitable occasion.

10. **BEST SUGGESTION AWARD:**

Best three suggestions from among the suggestions of all Units and Corporate Office will be awarded at Company-Level by the Corporate Office. At the corporate level Best Suggestion Awarding Committee consisting of following Members will select best three suggestions received from the Units and Corporate Office of SPMCIL:

10.1 Committee at Corporate Level:

- | | | |
|----------------------------------|---|-----------------------|
| (i) Chairman & Managing Director | - | Chairman |
| (ii) Director (Technical) | - | Member |
| (iii) Director (HR) | - | Member |
| (iv) Director (Finance) | - | Member |
| (v) DGM (IR) | - | Secretary/Coordinator |

- 10.2 Each Unit will send their best one awarded suggestion during the calendar year to the Corporate HR Department/Coordinator Best Suggestion Committee at Corporate Level. On receiving the best suggestion from Units and Corporate Office, the Coordinator call the Committee Meeting to decide the best-1, best-2 and best-3 suggestion.



10.3 These best three suggestions shall be rewarded in cash as detailed below:

- | | | | |
|-------|--------|---|--------------|
| (i) | Best-1 | - | Rs. 20,000/- |
| (ii) | Best-2 | - | Rs. 15,000/- |
| (iii) | Best-3 | - | Rs. 10,000/- |

10.4 These best-3 suggestions will be awarded in cash prize by the CMD on the occasion of SPMCIL Foundation Day Celebration.

11. IMPLEMENTATION OF ACCEPTED SUGGESTION:

General Manager/Unit Head in case of Units and DGM(HR) in case of Corporate Office will implement the awarded suggestion in the Unit and Corporate Office as the case may be with the approval of the concerned Functional Director.

12. PUBLICITY OF SCHEME:

With a view to give a sense of participation to the employee and to make the Suggestion Scheme attractive and effective, the following steps may be taken by the Suggestion Committee:

- I By way of general circulars and departmental Notice Board displaying the names of the prize winners for a considered period.
- II Wide circulation of suggestion scheme.
- III. An honour Board at the main entrance of Office/Factory displaying the names of the prize winners for a considered period may be placed.
- IV. By putting the names of the prize winners at the SPMCIL website.

13. GENERAL:

13.1 In case of any ambiguity in the matter of interpretation of the provisions of the Scheme, the matter shall be referred to the Corporate HR Department for clarification.

13.2 The Suggestion Scheme will be reviewed from time to time and will be amended with the approval of the Director (HR) in consultation with CMD.

that case the Suggestion Committee will be constituted consisting of *****
following Members:

11/2

CONSTITUTION OF SUGGESTION COMMITTEE AND ADMINISTRATION OF EMPLOYEES
SUGGESTION SCHEME

1. Suggestion Committee:

Each Unit and Corporate Office will have Suggestion Committee consisting of the following Members:

1.1 Unit Suggestion Committee :

The suggestion Committee at Unit-Level shall consist of the following Members:

- | | | | |
|------|--|---|-------------|
| i. | GM/Unit Head | - | Chairman |
| ii. | DGM | - | Member |
| iii. | Unit Finance Head | - | Member |
| iv. | Unit HR Head | - | Coordinator |
| v. | Head of the Section (to which the suggestion matter relates to)- | - | Member |

1.2 Corporate Office Suggestion Committee :

The suggestion Committee at Corporate Office shall consist of the following Members:

- | | | | |
|------|-------------|---|-------------|
| i. | GM (IT) | - | Chairman |
| ii. | DGM (Print) | - | Member |
| iii. | DGM (Mint) | - | Member |
| iv. | DGM (F&A) | - | Member |
| v. | DM (IR) | - | Coordinator |

1.3 Suggestion Committee at Corporate-Level:

In case of Executives at the Level (E-7 to E-9) became Suggestor, in that case the Suggestion Committee will be constituted consisting of the following Members:



- i. Director(T)/Director(HR)* - Chairman
- ii. Director (F) - Member
- iii. GM(IT) - Member
- iv. DGM(HR) - Coordinator

* In case of Production & Maintenance, Operations, Marketing, Process Improvement, R&D, Sustainable Activities, etc., related suggestions Director(Tech.) will chair the meeting and in case of suggestion relating to resource management Director(HR) will chair the meeting.

1.3 Approving Authority for acceptance of Suggestion and grant of award of the Scheme will be General Manager in case of Unit on recommendations of DGM and in case of Corporate Office concerned Director on recommendation of concerned DGM.

1.5 Suggestion Committee may co-opt additional Members depending upon the need in regard to examination of suggestion receipt.

2. Functions of the Committee:

2.1 The Suggestion Committee shall function under the overall guidance/direction of the Chairman of the Suggestion Committee.

2.2. The Suggestion Committee will:

- i) Evaluate each suggestion and decide whether to admit or reject it.
- ii) Recommend for authorizing trial of suitable ideas given by the employees, if necessary.
- iii) Determine and recommend acceptance of suggestion and grant of Awards/recognition certificate etc. for the approval of Director (HR) and CMD.
- iv) Follow-up the implementations of the suggestion.
- v) Review the progress
- vi) Co-opt any other member(s) as and when necessary and also nominate persons in absence of Secretary, who will
 - a) Collect suggestion from the boxes every month or receive suggestion directly in the office.
 - b) Issue individual acknowledgment on behalf of the Suggestion Committee.

3. Functions of Coordinator:

3.1 The Coordinator will be responsible for the following:

- a) Administering and co-ordinating the Suggestion Scheme.
- b) Arranging for regular collection of suggestions and constant checking of suggestion boxes.



- c) Registering the suggestion and acknowledging the receipt for further examination by Suggestion Committee and shall also make a preliminary report of Suggestion received.
- d) Preparing agenda and organizing the meeting of Suggestion Committee, coordinating with suggesters for further inputs, etc.
- e) Communication to the suggester about acceptance, award or rejection, of the suggestion.
- f) Assisting in implementation of suggestion.
- g) Arranging for presentation of award authorized by Competent Authority.
- h) Maintenance and analysis of records relating to the implementation of the suggestion scheme.
- i) Assisting in thorough examination of accepted suggestion by:
 - i. Making all necessary inquiries to determine the utility benefits of the suggestion.
 - ii. Ascertaining which department or operation will be affected by the suggestion under consideration and in what manner they will be affected in consultation with head of concerned Section/Head of Office.
 - iii. Ascertaining the estimated savings, if quantifiable, resulting from adoption of the idea.
- j) Organizing celebration of suggestion week and other associated activities.
- k) Any other assistance which shall be necessary for the smooth functioning of the Committee.

4. Frequency of Meetings:

The Suggestion Committee will meet once in a month. If meeting of the Suggestion Committee does not take place in any month then the Secretary/Coordinator will record the reasons in writing in the minutes book of the Suggestion Committee. The frequency of meetings can be increased if the number of suggestions are 10 or more in a particular month.

5. Processing of Suggestions :

Suggestions will be collected once in a month from all the suggestion boxes in addition to those directly received by the Secretary, for further examination, evaluation and necessary action.

6. Criterion for Assessing the Suggestions Received:

The Suggestion Committee will assess the importance of the suggestion keeping in view the criteria as given below:

- i) **Nature of Suggestion:** If the suggestion is of technical nature, then whether the suggestion is an invention, adaptation, an introduction of a known idea not used in the Company or an extension of idea or method already known to the Company.

Whether the Suggester is an Executive or Non-executive for the purpose of award.



Appendix

- ii) Technical Value of the Suggestion: Whether the suggestion is technically sound, exhaustive, and viable from cost and practicability angle.
- iii) Utility: The suggestion will be evaluated from the point of view of permanent or temporary usefulness.
- iv) Safety: Whether suggestion results in elimination of accident/hazards to persons and equipment around; safety to operator, safety to tools and machine; elimination of obstruction to free movement of products, personnel, etc.
- v) Impact: Whether the suggested improvement is a major improvement or minor improvement in the working conditions.
- vi) Economy: This has to be considered in terms of materials, labour and time (both man & machine hours) and special considerations may be given to suggestions resulting in import substitution.
- vii) Overall benefit to the Company.
- viii) Adaptability and the effect of the suggestion on the functioning of other related departments, if implemented.
- ix) Whether the suggestion is within the aims, objective and policies of the management.

Present Status and Issue (What is faulty or can be improved)

I suggest as under

(Full details of suggestion including estimates of savings are enclosed)

I honestly believe my idea will

Reduce waste : _____

Reduce cost : _____ Improve House Keeping _____

Increase Output : _____ Promote Safety _____

Improve methods : _____ Any other (specify) _____

Handwritten signature and date: 17/12/12



* Please attach additional sheet if space provided is insufficient.

* Please use the remaining space for additional suggestions and the remaining should be cross marks.

SECURITY PRINTING AND MINTING CORPORATION OF INDIA LIMITED

(Employees Suggestion Scheme)

Dated : _____

Signature
(Suggester)

Name of the Unit: _____

Name : _____

Employee No.: _____

Designation /Grade: _____

Department : _____

Dear Sir,

Dated : _____

I wish to give following suggestions for consideration of the Suggestion Committee :-

Area Involved _____

Present Status and Issue (What is faulty or can be improved)*

I Suggest as Under *

(Full details of suggestion including estimates of savings are enclosed)

I honestly believe my Idea will**

Reduce waste : _____

Reduce cost : _____ Improve House Keeping _____

Increase Output : _____ Promote Safety _____

Improve methods : _____ Any other (specify) _____

Handwritten signature and date
17/12/11



* Please attach additional sheet if space provided is insufficient.

** Please Tick Mark in the space provided which is/are applicable and the remaining should be cross marks.

Dated : _____ (Employee Suggestion Scheme)

Signature
(Suggester)

Name of the Unit: _____

Name : _____

FOR OFFICE USE ONLY

Employee No.: _____

Suggestion No. : _____

Signature : _____

Designation /Grade: _____

Date of Receipt : _____

Secretary : _____

Department: _____

Suggestion Committee : _____

Sub: Acknowledgement of Suggestion Registered.

Dated : _____

Dear Sir,

We acknowledge with thanks the receipt of your suggestion dated _____ regarding _____ and wish to inform you that it is under our examination. We shall advise you on the results of our examination in due course. Kindly quote the above mentioned Suggestion Number on all future correspondence on the subject.

Yours faithfully,

()
Secretary
Suggestion Committee

Handwritten initials and date: HWS 12/11



Appendix-II

SECURITY PRINTING AND MINTING CORPORATION OF INDIA LIMITED

(Employees Suggestion Scheme)

Name of the Unit: _____

Name : _____

Employee No.: _____

Designation /Grade: _____

Department : _____

Sub: Acknowledgement of Suggestion Registered.

Dear Sir,

We acknowledge with thanks the receipt of your suggestion dated _____ regarding _____ and wish to inform you that it is under our examination. We shall advise you on the results of our examination in due course. Kindly quote the above mentioned Suggestion Number on all future correspondence on the subject.

Yours faithfully,

The Committee is thankful to you for taking interest and earnestly hopes that you will continue to contribute your valuable suggestions in future.

Thanking you,

()
Secretary
Suggestion Committee

Copy : CMD/Director (HR)
Chairman of the Suggestion Committee

Handwritten signature



SECURITY PRINTING AND MINTING CORPORATION OF INDIA LIMITED

(Employees Suggestion Scheme)

Name of the Unit: _____

Ref. No. _____

Date : _____

Shri _____

Sub: Suggestion NO. _____

Dear Sir,

Please refer to your suggestion dated _____ regarding _____ . The same has received careful consideration by the Suggestion Committee.

It gives me great pleasure to inform you that the Suggestion Committee has considered your Suggestion being suitable for implementation. In recognition of this, the Committee has decided to give you a cash award of Rs. _____. Your suggestion is proposed to be implemented by (Month/Year) _____.

The Committee is thankful to you for taking interest in the Scheme and earnestly hopes that you will continue to contribute your valuable suggestions in future.

Thanking you,

Yours faithfully,

(Secretary)
Secretary
Suggestion Committee

Copy : CMD/Director (HR)
Chairman of the Suggestion Committee.

Handwritten signature and date: 12/12



SECURITY PRINTING AND MINTING CORPORATION OF INDIA LIMITED
(Employees Suggestion Scheme)

Name of the Unit: _____

Ref. No. _____
Date : _____

Shri _____

Sub: Suggestion NO. _____

Dear Sir,

Please refer to your suggestion dated _____, regarding _____ . The same has been thoroughly examined and has received careful consideration by the Suggestion Committee. After detailed deliberations, the Committee has concluded that it would not be possible to accept your suggestion for implementation.

The Committee appreciates your efforts/initiatives and is thankful to you for taking interest in the Scheme. We earnestly hope that you will continue to send your ideas for consideration in future for the benefit of the organization.

Thanking you,

Yours faithfully,

(_____)
Secretary
Suggestion Committee

- i. Director (IT/Information)
- ii. GM (IT)/CNO Incharge
- iii. All GMs, Minors/Process/Power mill
- iv. All DGs, SPMCL Corporate Office
- v. Assistant Company Secretary
- vi. Corporate HR Master Folder
- vii. IT Department, SPMCL-CO with a request to upload the same on the website of SPMCL.